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NASA Procedural Requirements

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(NASA Only)

Subject: Real Estate Management Program

Responsible Office: Facilities Engineering and Real Property Division

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Chapter 1. Stewardship of Real Property

1.1 Overview

1.1.1 Chapter 1 defines the following:

- a. Principles of NASA Real Property.
- b. The roles, relationships, and responsibilities of NASA personnel with real property responsibilities at various levels.

1.2 Guiding Principles of NASA Real Property Management

1.2.1 Real property under NASA authority shall be managed in accordance with the following principles, as articulated in NPD 8800.14:

- a. NASA Centers shall manage their real property to ensure that it is available for use for assigned missions in accordance with statutory and regulatory requirements.
- b. NASA Centers shall manage real property assets to ensure they are:
 - (1) Appropriate to the mission in size and type.
 - (2) Safe, secure, environmentally sound, and following Federal guiding principles for sustainability.
 - (3) Providing high-quality workplaces.
 - (4) Operating efficiently and effectively.

- c. NASA Centers and real property occupants shall be good stewards of NASA property by maintaining it to the current standards.
- d. NASA property shall be acquired and constructed in support of the NASA Strategic Plan and subordinate plans.
- e. NASA shall operate and construct only the minimum facilities and infrastructure required to conduct NASA programs and meet national responsibilities. As such, NASA will continually assess real property needs against current infrastructure. Managers with real property responsibilities will seek alternatives to new construction wherever possible.
- f. NASA Headquarters and NASA Center Managers shall identify, plan, and implement options to eliminate unnecessary real property through divestment, demolition, or other innovative programs.
- g. NASA Headquarters and NASA Center Managers shall leverage the value of underutilized real property wherever possible, including seeking other beneficial uses of underutilized land and facilities, such as public/private partnerships, out-leasing, and similar innovative real property techniques.

1.2.2 NASA Headquarters and NASA Centers shall embrace the guiding principles established by the Federal Real Property Council (FRPC) that, in accordance with Executive Order (EO) 13327, Federal agencies ensure that real property assets support agency missions and strategic goals and that NASA:

- a. Uses public and commercial benchmarks and best practices.
- b. Employs life-cycle cost-benefit analysis.
- c. Promotes full and appropriate utilization.
- d. Disposes of unneeded assets.
- e. Provides appropriate levels of investment in real property assets.
- f. Accurately inventories and describes all assets.
- g. Employs balanced performance measures.
- h. Advances customer satisfaction.
- i. Provides for safe, secure, and healthy workplaces.

1.3 Roles and Responsibilities of NASA Real Property Managers

1.3.1 NASA Mission Support Directorate, Office of Strategic Infrastructure, Facilities Engineering and Real Property (FERP) Division

- a. The FERP Division in NASA's Mission Support Directorate, Office of Strategic Infrastructure, shall serve as the principal point of contact for real property activities and provide NASA-wide policies on Center management effectiveness.
- b. The Assistant Administrator for Strategic Infrastructure shall serve as NASA's Senior Real Property Officer in accordance with EO 13327.

1.3.2 Center Directors and the Director, NASA Management Office?JPL

a. The Center Directors and the Director, NASA Management Office?JPL, are considered the "owners" of all real property associated with the Center and shall be responsible for:

(1) Appointing a Real Property Accountable Officer (RPAO) and ensuring that his/her work is performed in accordance with the requirements in this NPR.

(1) In consultation with the RPAO and other personnel:

(a) Assessing real property needs with respect to inventory.

(b) Approving and signing all requests pertaining to the acquisition of real property.

(c) Eliminating real property not required currently or in the foreseeable future through disposal or demolition.

(d) Leveraging the value of Center real property through initiatives and actions such as out-leasing underutilized real property.

b. The Center Director shall document appointment of the RPAO in writing and furnish copies to:

(1) The employee designated.

(2) The Center Financial Management Office responsible for maintaining general ledger control accounts of the property.

(3) NASA Headquarters, FERP Division.

c. Center Directors may designate two senior managers to sign real estate documents and letters related to in-lease and out-lease, permits, easements, and licenses. Designations of signing authority shall be made by the Center Director in writing to the Director, FERP Division. The following text will be used verbatim in the memorandum:

"Pursuant to Title 14, Part 1204, Subpart 5, Sections 1204.504 and 1204.503 of the Code of Federal Regulations, NASA Policy Directive 8800.14[current version], Policy for Real Property Management and NASA Procedural Requirements 8800.15[current version], Real Estate Management Program, I hereby redelegate my authority to enter into leases, permits, easements, and licenses in real property under the supervision and management of this Center to [name and position of individual]. This redelegation supersedes all other Real Property delegations/redelegations of Authority for [Center name]. The individual receiving this authority may not redelegate said authority."

d. If the Assistant Administrator for Strategic Infrastructure or the Director, FERP Division has delegated authority to a Center Director for a specific real estate action, the Center Director may enter into the specified agreement without further concurrence or approval. A copy of the final agreement shall be forwarded to the FERP Division.

e. Center Directors and senior managers at each Center should be fully aware of all real property agreements. To accomplish the above, the Center Director shall:

(1) Require that the Center RPAO be party to and support coordination of all real property agreements from concept to finalization. The RPAO should be represented in all meetings pertaining to real property agreements.

(2) Ensure that Program and/or Project Offices coordinate their requirements for space, including leased space, with the Center RPAO, who will assist with the approval process for real property agreements.

(3) Advise the NASA Office of Strategic Infrastructure of any Center real property requirements as early as possible.

1.3.3 Real Property Accountable Officers

a. The RPAO shall be responsible for:

(1) Maintaining detailed inventory records for all real property under the management control of the NASA Center in the RPMS, which is part of the overall NASA enterprise system maintained in SAP (Systems Applications and Products).

(3) Establishing controls to ensure that RPMS records are kept current, including processes to support recording of facility construction and modification and maintaining the Center's real property record files on all assets including leases.

(4) Uploading data into the RPMS by November 15 of each year. These data elements are reported to the General Services Administration (GSA) in the Federal Real Property Profile (FRPP). The data elements to be uploaded are: Utilization level, historical status, mission dependency, and operations and maintenance costs. Operations and maintenance costs are provided to the RPAO by support organizations at the Center. Historical status, deferred maintenance, and mission dependency are uploaded by the FERP Division directly from other databases.

(5) Advising and assisting other Center personnel regarding real property accountability matters.

(6) Completing the Triennial Physical Inventory (see Section 2.6) of the Center real property to verify the accuracy of the information and data in the RPMS.

(7) Preparing RPMS management reports required by local management and NASA policy.

(8) Developing and sponsoring the establishment of Center guidance and procedures as required to ensure compliance with applicable laws, regulations, and NASA policies.

(9) Maintaining contact and coordinating with the following offices and managers regarding real property accountable transactions and supporting documents:

(a) FERP Division of NASA Headquarters.

(b) Other NASA Centers.

(c) The Center's Facilities Operations and Construction Office.

(d) The Center Environmental Office, Center Safety and Mission Assurance Office, and Center Security Office.

(e) The Historic Preservation Officer.

(f) Other Government agency representatives, as required.

(g) The Center Deputy Chief Financial Officer, Finance DCFO (F).

(h) The Facilities Utilization Officer (FUO).

(i) The Center Office of Chief Counsel.

(10) Performing quarterly reconciliations of real property records with the Center DCFO (F), as described in Section 2.2.3.1 and elsewhere in this NPR.

(11) Collecting from the Facility Project Manager (FPM) and the Contracting Officer's Technical Representative (COTR) documentation necessary for the real property recording discussed in Section 2.4 of this NPR, as well as all documentation concerning transfers of title to NASA. Documents to be provided include, but are not limited to:

(a) Design and other construction drawings.

(b) Facility acceptance documents.

(c) Final payment records.

(12) Coordinating the collection and uploading of operations and maintenance data to the FRPP as required by EO 13327 and in accordance with the guidelines established under Section 3.2.2 of this NPR.

(13) Participating in deferred-maintenance (DM) assessments, including evaluating recommendations in the RPMS Report and updating the RPMS, as appropriate.

(14) Conducting or participating in physical inspections of all real property ready for transfer or acceptance to ensure that all collateral equipment being accepted or transferred is accounted for.

(15) Developing internal procedures to ensure that all property transaction documents affecting real property records are processed in accordance with the provisions of this NPR.

1.3.4 Center Deputy Chief Financial Officer - Finance Responsibilities

a. The Center DCFO (F) shall be responsible for:

(1) Maintaining independent control of the real property-related data, as required by the NASA accounting system.

(2) In coordination with the Center RPAO, reconciling capitalized real property assets with financial accounting records on a quarterly basis as described in Section 2.2.3.1.

1.3.5 Facility Project Manager (FPM) Responsibilities

a. The FPM shall be responsible for:

(1) Providing documentation on real property projects and their completion to the RPAO.

(2) Completing and forwarding NASA Form 1046 (Notification of Real Property Transfer) to the RPAO within 30 days after title passes to NASA.

(3) Making a determination on the capitalization of real property projects, both new construction (including relocatable buildings) or repair and modification.

(4) In consultation with the Center DCFO (F) and the RPAO, completing NASA Form 1739, Alternative Future Use (in the case of JPL, the equivalent form authorized by the NASA OCFO), for all facility projects and forwarding the completed forms to Center DCFO (F) and the RPAO.

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